

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CONTRACT NO: DCKA-2019-S-0001
CAPTION: Asset Management Services for Parking Meter Assets Citywide
PROPOSED CONTRACTOR: Conduent State & Local Solutions, Inc.
PROGRAM AGENCY: District Department of Transportation
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700, 27 DCMR 1701

1. MINIMUM NEED:

The District Department of Transportation (DDOT) has a present need for Conduent State and Local Solutions, Inc. (Conduent) to continue providing parking meter construction and maintenance, meter revenue collections, and parking meter management services until the 15th of December, 2018. This justification and request are for a single period of forty three (43) calendar days to address the need for a Council package to award a letter contract for one calendar year.

2. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for this 43 days contract period is \$999,999.00.

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The consulting firm, Conduent, was selected through a competitive qualification selection process to provide parking meter management services for the “FY-2014 Asset Management Services for Parking Meter Assets Citywide (Contract). The Contract will end November 1, 2018. It is estimated that there is a need for six additional weeks of preparation time for a Council Package and contract documents to award a letter contract for one calendar year while a new solicitation for five years of services is developed and awarded. Thus, there is a need to provide parking meter management services for the interim six (6) weeks while the Council package and letter contract are developed and approved/awarded.

It would be highly inefficient (and virtually impossible) to conduct parking meter revenue collection and disruptive to the traveling public for Conduent’s parking meter management services to end while a Council package and one year letter contract are developed. This would potentially result in the loss of \$462,000 weekly in parking meter revenues or \$2,770,000 for six weeks.

Further, parking meter repairs would go unattended. Only well trained repairmen, which Conduent now has, can make these repairs. A new repair team would require up to four months to learn the location of the 11,000 parking meter assets, learn the repair process, and become proficient.

It would take a simultaneous six to eight weeks to learn the Conduent proprietary software (MERGE), if Conduent were to make that software available.

These timeframes are based on the time the Conduent revenue collection teams and repair teams originally required to learn the systems.

Thus, during this interim six-week transfer and training period, there would be at least equally long interruptions and gaps in the parking meter repair and revenue collection process if a new contractor were (and could be) retained.

There are no DDOT repair teams or revenue collection teams on this project, therefore in order for the parking meter eservices to continue efficiently and at its present pace, parking meter management must be continuously provided by Conduent. .

B. DDOT and Conduent initiated new software to manage parking meter revenue collection. The software will likely not be readily accessible to another contractor, as it is proprietary to Conduent. The data entered in the software is provided to and owned by DDOT, but the software is not.

C. The software is a key issue as it was customized for the sole use of Conduent and DDOT. Each pay item for each of the District's 11,000 meters was entered into the software. Maintaining this software insures six more weeks of uniform and continuous records and effective revenue collection. Implementing the software and covering each of the 11,000 meters took almost four years. The software will not be available to another Parking Meter Services firm, unless the new contractor were to hire Conduent as its subconsultant or purchase the software from Conduent, should it be for sale.

D. Preparing a Council Package for a one year letter contract will take all of nine weeks on an extremely fast track. A Council Package requires one month to prepare and have the agency approvals gained. Then, it will require another month for the Council to schedule, take action and approve the package. Finally, there would be one week left to complete the one year letter contract.

D. There are only thirty days left until the Conduent contract expires. Then, this Determination and Finding seeks an additional forty five days to complete the Council package and prepare a letter contract for one year during which time a new five year contract is developed, solicited and awarded. Therefore, following expiration of the Conduent contract on November1, 2018, if a new contractor could be retained, four additional months would elapse before the new contractor could effectively learn the proprietary software system (where it available), and complete transfer of the repair team responsibilities. During this time of transfer to a new contactor, the parking meter system would be effectively shut down. During a prospective four month shutdown, there is the high likelihood of the loss of \$7,400,000 in revenues. In that instance, there would be no meter enforcement and the opportunity for abuse would be extremely high.

E. As this sole source justification does not address availability of parking meter management firms, no market survey was conducted.

F. In summary, only Conduent can do the uninterrupted repair, revenue collection and management of parking meters. Conduent is using proprietary software that will not be readily available to others. If a Council package is prepared for a one year letter contract, seventy five days would be needed for a fast track action. That is thirty days until the expiration of the contract and an additional forty five day extension granted per this Determination and Finding. This, to say the least, is an aggressive schedule. It is forty-five-days-plus of loss of in revenue and parking meter management that DC must not experience, thus this sole source request.

4. CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are correct and complete to the best of my knowledge.

Date

P. Thomas Gard
Contracting Officer

4. CERTIFICATION BY ASSOCIATE DIRECTOR OF THE PARKING AND GROUND TRANSPORTATION DIVISION

I hereby certify that the above findings are true, correct and complete.

Date

Evian Patterson, Associate Director
Parking and Ground Transportation Division
District Department of Transportation

6. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

Date

Jeffrey M. Marootian, Director
District Department of Transportation

7. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

William Sharp
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of

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Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter, III
Chief Procurement Officer